

### **Mission Statement:**

To provide materials and service, which will furnish opportunities for educational, informational, recreational, and cultural needs of the community

## **Charlotte Community Library: Social Media Policy**

Social media is the term commonly given to Internet and mobile-based channels and tools that allow users to interact with each other and share opinions and content. As the name implies, social media involves the building of communities or networks and encouraging participation and engagement. Social Media Policy applies to all forms of social media including, but not limited to: blogs, Facebook, MySpace, Twitter and LinkedIn.

Comments expressed on the Charlotte Community's social media platforms do not reflect the views or positions of the library, its officers, or its employees. Social media users should exercise their own judgment about the quality and accuracy of any information presented. Comments are encouraged, but CCL reserves the right to edit, modify, or delete any comment. The following content will be removed:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Commercial promotions or spam
- Comments and/or hyperlinks unrelated to a given post, forum, or discussion

The Charlotte Community Library reserves the right to monitor all content before it is posted and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate.

By posting a comment, individuals agree to indemnify the CCL and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by, arising out of, or related to the content posted.

### **Staff Guidelines**

1. Social media is blurring the line between personal and professional, pulling the two worlds together in unique ways. Always be honest and respectful in both capacities
2. Think before you post. The Internet is not anonymous, nor does it forget.

3. Do not post any confidential or proprietary information in regards to the Charlotte Community Library or its patrons. This also means the Library's employees.
4. You should make sure that your online activities do not interfere with your job or commitments to patrons.
5. Speak respectfully about the Library and our current and potential employees, and patrons. Do not engage in name calling or behavior that will reflect negatively on the Library's reputation.
6. Recognize that you are legally liable for anything you write or present online. Employees can be disciplined or terminated by the Library for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment